



CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

**LIBRARY, ARTS AND CULTURE COMMISSION**

**After Action**

**SPECIAL MEETING**

**AUGUST 1, 2005**

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**Morgan Hill Civic Center**

Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

|              |                 |
|--------------|-----------------|
| Chair        | Einer Anderson  |
| Vice-Chair   | Charles Cameron |
| Commissioner | Chuck Dillmann  |
| Commissioner | Jeanne Gregg    |
| Commissioner | John Macchia    |
| Commissioner | Syliva H. Cook  |
| Commissioner | Vacant          |

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**7:00 P.M.**

**CALL TO ORDER**

Chair Anderson called the meeting to order

**ROLL CALL ATTENDANCE**

None

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Chair Anderson

**PUBLIC COMMENT**

None

Melinda Cervantes presented the report. Several recruitments underway, intend to fill positions in the next few months. Viewed two different library systems in Seattle area to learn about automated sorting systems in place there. This year the JPA's budget included the installation of automated sorting systems for checking of materials at four libraries: Cupertino, Los Altos, Milpitas and Saratoga. The new Morgan Hill Library will open with a sortation system. The Library will begin offering downloadable audio books in August.

Anderson: are the library hours now set? No changes for the time being. City of Milpitas contributing extra funds to extend hours; other libraries are continuing the same hours as earlier in the year.

**Joint Powers Authority**

**Council Member Steve Tate**

No update; Council Member Tate unable to attend meeting.

**2. MORGAN HILL LIBRARY REPORT**

**Community Librarian Macek**

Rosanne Macek reviewed written report (see Attachment A,)

**3. FRIENDS OF THE LIBRARY**

**President Carol O'Hare**

Carol O'Hare stated that book sales remain very successful thanks to dedicated volunteers. Friends donated \$250 to Silicon Valley Reads activity, in addition to Morgan Hill Reads program. Discussed fundraising to raise funds for furnishing new library, but now urge Council to use remaining RDA funds for this purpose.

**4. LEGISLATIVE COMMITTEE**

**Commissioner Dillmann**

Dillmann reported no further cuts to the State library system in the adoption of the State budget thanks to effective lobbying.

**5. CONSENT CALENDAR**

**APPROVAL OF MEETING MINUTES OF JULY 11, 2005**

Approved with amendment that items 3 – 8 in the workplan were to be deleted.

**BUSINESS**

**6. MORGAN HILL LIBRARY - DESIGN DEVELOPMENT DRAWINGS**

**Recommended Action: Information Item.** Review design development drawings presented by representatives of Noll & Tam and City Architect Jim Dumas. Commission will provide comments to City Council for the Wednesday, August 3 meeting.

Dumas stated that the architects were to present second phase of design process. Architectural Review Board has reviewed the design and made favorable comments. Project remains on schedule and on budget. Intend to return to September meeting with suggestions on public art to be included in Civic Center Plaza.

Meredith: Current design not significantly different from prior design. Attempted to address Council comments on the building's warmth and ambience. Moved building closer to

parking; reconfigured parking to make accessible and short term parking nearer to building; parking closer to book drop off. Oriented toward El Toro views. Considered safety in selecting landscaping. Not seeking LEEDS certification but design is oriented toward energy efficiency.

Cameron: prefers tan exterior instead of matching roof color of existing facilities on site.

Dillmann asked what compromises in building design had already been made to keep the project within budget. Architect responded they kept a quality interior; attempting to build a very substantial building which is future-oriented versus matching existing buildings on site. If had more money would spend it on site and landscaping. One cost savings was to redesign the site, raising the buildings, in order to avoid significant grading on the site.

Dillmann questioned use of wood, stating it can look dated over time. Also stated that that this building shouldn't be compromised to suit the other buildings in the Civic Center, as these will need to be redone in the future.

Macchia expressed concerns about the number of trees between parking lot and book drop-off, as this may raise safety concerns for patrons. Cook & Gregg concurred, adding walls could make people feel uncomfortable dropping off books at night. Architect responded that the proposed wall is 3 feet high.

When asked about the energy efficiency features of the design, the architect responded that the building would have a dual duct water-cooled air system, be zoned for heating/cooling efficiency, that the walls are 2 inches thicker than typical, there is more insulation in walls and windows than required by code, that the facility uses low flow water fixtures and irrigation, and that lighting can be controlled to make use of natural light whenever possible.

Gregg asked for clarification of soft costs versus hard costs. Soft costs include architect fees, building fees, utility fees. Hard costs are construction-related costs. Fixtures, furniture and equipment a separate budget, but, for this project, are considered part of hard costs.

Macchia: current and proposed parking spaces? About 100 spaces now, the proposed library at least double that.

O'Hare asked about landscaping on rendering. About 75% of what is shown could be supported by the budget, but once the City settles on a design, staff will need to meet with Public Works to determine whether the proposed landscaping plan is sustainable from a maintenance perspective.

Commissioners expressed interest in incorporating a centennial theme for art on the site. The Commission may recommend to the Centennial Committee that they consider locating their project here.

Anderson stated that the Commissioners were looking for data to substantiate unmet needs so that the Commission can request funding from unallocated RDA funds. Spier reported that staff are not aware of significant missing pieces; it is too early in project to tell if FF&E budget insufficient.

Dillmann asked about maintenance of facility. Architects responded that they believe this design is easier to maintain because it is a simpler facility than first proposed.

Cervantes stated the FF&E budget feels sufficient. Dumas: just starting determining detailed FF&E list.

Dillmann asked how windows would be washed. From the roof on outside; will require lift inside. Dillmann stated he prefers lighter walls on interior rather than dark wood.

**7. CAPITAL IMPROVEMENT PROGRAM FUNDING FOR REGIONAL SOCCER COMPLEX**

**Recommended Action: Action Item.** The Commission will vote on a recommendation to City Council to reallocate the \$980,000 originally designated for regional soccer complex at Sobrato High School to the Library project.

Dillmann moved, Cameron seconded, to send letter to Council to ask them to halt reallocation decisions until bids have been received for IRC and Library. Approved unanimously.

Chair Anderson to send letter, with staff assistance, intended to go to Council by August 24.

**8. SCOPE OF ARTS & CULTURE COMPONENT AS DEFINED BY PUBLIC SAFETY & COMMUNITY SERVICES COMMITTEE AND COMMISSION WORK PLAN**

**Recommended Action: Information Item.** Review memorandum regarding integration of arts and culture into Commission's responsibilities and review suggested changes to Work Plan from July 11 meeting.

Dillmann presented suggested program objectives and steps that he and Macchia developed. Includes workshops to obtain public input. Some level of City funding is required.

Macchia: LCAC to serve as information clearinghouse, with Arts Alliance taking lead in securing funding. Suggested keeping only first bullet.

Cook: disagree with responsibilities outlined in memo. Commission should work on policies Macchia suggested memo was clear and Commission could recommend different policy.

Anderson: should have a policy developed by the LCAC.

Gregg: see conflict in Council interest in public art versus intent to not use City funds. See clear difference of opinion between City management and Arts Alliance.

Could City support seed funding for developing workshops.

Cameron: If no funding available for either art, what is the point of a commission?

Gregg: would be a mistake to push for City funding for art without building support first. Like suggestion of stakeholder/public workshops for this purpose.

Anderson asked whether Arts Alliance invites the public to be involved. Cook: could do so.

Cook: workshops are great; need public input. Until decide what Commission is supposed to do, including guiding policies and procedures, then funding shouldn't be addressed.

Macchia suggested that teen librarian now being hired, not Public Safety and Community Services Committee, should be responsible for developing an enhanced working partnership with the Morgan Hill Unified School District. Requested this be agendaized for September meeting. Cameron seconded, all approved.

Cameron suggested delaying action on arts component of workplan until Steve Tate could come and discuss Council policy regarding art and Commission's workplan and role.

Dillmann moved to discuss revisions to the workplan at the September meeting; Commission supported unanimously. Intent to resubmit to Public Safety and Community Services committee and identify extent to which the Commission's workplan coincides with Council policy.

**9. UPDATE ON APPOINTMENT(S) TO COMMISSION**

**Recommended Action: Information Item.** City staff will provide an update on the recent appointment of Sylvia H. Cook to the Commission. One vacancy remains.

Commission welcomed Sylvia H. Cook

**10. CHANGE IN LIBRARY MEETING DATE**

**Recommended Action: Information Item.** Commission will consider changing the scheduled meeting date of the second Monday of the month to the second Thursday in order to accommodate Morgan Hill Branch Library staff.

Agreed to stay with Monday meetings. Cameron motion, Dillmann second, unanimously approved.

**11. REQUESTS FOR FUTURE ITEMS**

Art  
Role with school district  
Fundraising

**12. ANNOUNCEMENTS**

Public comment: a member of the public commented that it was difficult to hear the Commission's discussion and recommended turning on microphones.

**13. ADJOURNMENT at 9:05 pm to next monthly meeting on September 12 at 7:00 p.m. in Council Chambers**

Attachment A

**Morgan Hill Library, Arts & Culture Commission, August 1, 2005**  
**Rosanne Macek, Community Librarian**

**USER STATISTICS**

*Circulation:* June circulation was down 8% from June 2004, along with a reduction in open hours of 12%. Circulation per hour was up 5%. Fiscal year-end numbers have just become available so I hope to give an annual report at the September Commission meeting.

*Summer Reading Club:* Sign-ups so far include 810 children, 101 teens, and 108 adults.

**PROGRAMS/ACTIVITIES**

*Summer Reading Club:* We have completed all the programs for the summer, including Dan Chan the Magic Man, Wildlife Associates, Swazzle Puppets, and the Society for Creative Anachronism. A picture of the final program appeared in the Morgan Hill Times. Total attendance at these programs was 950, up 5% over last year. But, with one fewer program than last year, attendance per program was up 32%, so we are attracting bigger crowds.

*Time management software:* We came up on time management software this past week. It's been a very busy week as staff and patrons get used to this new system but it has worked well with very few problems. We look forward to improved access to our very busy Internet terminals.

*Library Visits:* 4 representatives of the County Library visited King County Library and Seattle Library last week to see their automated materials handling systems. We are planning to implement this technology in our 4 largest libraries this year, and plan to open the new Morgan Hill and Milpitas libraries with this technology also. It was very helpful to see it in use so we can start to plan how this will affect our operations.

**STAFFING**

We are happy to welcome Sherry Mirilez as a part-time clerk transferring from our Alum Rock library. We are also happy to welcome two new part-time pages: Jeff Leung and Joel Phillips. We are still in the process of hiring a part-time teen librarian, a full-time Children's Program Librarian, and several part-time clerks. Because the County Library is hiring for about 40 positions overall, we don't expect to have these folks on board until at least September.